

DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING

This is a Re-Post

Opening Date: June 29, 2018 Closing Date: July 13, 2018

NURSE ANALYST (Pay Grade 15)

Fraud and Consumer Protection Division, Medicaid Fraud Control Unit, New Castle County

Job Responsibilities and Duties:

The Medicaid Fraud Control Unit is an 18 person multidisciplinary unit comprised of Deputy Attorneys General, Special Investigators, Auditors, a Paralegal and Administrative Assistants. Under the direction of the Medicaid Fraud Control Unit Director, the Nurse Analyst assists the teams in health care fraud, patient abuse and medication diversion investigations requiring medical expertise by: reviewing provider and member records, analyzing medical care for medical necessity, analyzing medical records for quality of care provided to residents of residential facilities or home health care agencies; reviewing medical billing; preparing investigative outlines; participating in interviews of subjects and witnesses; and, preparing written summaries of such interviews.

The Unit works regularly with local and state health care agencies. The Nurse Analyst will act as a liaison with these agencies, as well as appropriate contacts in the medical field who can provide consultation when necessary. The Nurse Analyst will work as a liaison between the Unit and the Division of Health Care Quality (HCQ), and review all state licensing surveys sent to the Unit from the HCQ for case open or closure. The Nurse Analyst will review all referrals of medication errors and will make a written recommendation of case opening or closure to the Unit Director. The Nurse Analyst will prepare written reports of findings and opinions as directed by the Unit team lead, and may testify as a witness in court proceedings.

The Nurse Analyst must have the ability to work both independently with minimal supervision and as part of a larger team. Strong organization, time management and communication skills are necessary. The Nurse Analyst is responsible for continuing medical education to stay current with trends and issues in the medical field, and to maintain licensing.

Minimum Qualifications:

Currently a Registered Nurse in the State of Delaware or reciprocating states; and

At least three years experience as a Registered Nurse.

OR

Currently a Licensed Practical Nurse State of Delaware or reciprocating states; and

At least five years experience as a Licensed Practical Nurse.

Desired Qualifications: Experience in one or more of the following: 1) demonstrated experience in the analysis of Medicaid or Medicare claims; 2) familiarity with medical billing or analysis of CPT codes and/or ICD-10 diagnosis codes; 3) skilled nursing care in a skilled nursing facility; 4) demonstrated experience with administrative codes and statutes relating to the provision of health care; and 5) prior experience as a nurse analyst or investigator.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.